



Job Announcement

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Opening Date:	January 28, 2011	Closing Date:	February 11, 2011
Job Title:	Administrative Assistant I	Position Type:	Temporary
PIN:	831013	FLSA Status:	Non-Exempt
Location:	Court of Special Appeals Annapolis, Maryland	Entry Salary:	\$13.60 per hour
		Financial Disclosure:	No

Essential Functions: This is administrative work providing support to the Chief Judge for the Court of Special Appeals. Maintains the organization of briefs received in chambers. Tracks case records, accounting for all documents filed within record. Maintains a list of cases assigned to the Chief Judge and law clerks. Document and track the receipt of opinions. Maintain and validate individual records for assignment to staff attorneys. Prepares memorandums and correspondences. Answers, screens and routes phone calls. Assist other judges' and secretaries with routine administrative support e.g. filing, photocopying, as needed. Proofreads legal documents for grammar and correct formatting. Provides routine administrative support in the absence of Administrative Aide. Performs other duties as assigned.

Education: High school diploma or GED

Experience: One year of experience providing secretarial, clerical or administrative work involving the use of a personal computer, word processing software and office equipment.

Notes:

- 1) Applicants may substitute an Associate Degree from an accredited college for two years of the required experience.
- 2) Completion of a legal secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Preferred: Previous court experience.

Skills/Abilities: Knowledge of general office practices, office equipment and business English. Ability to learn and apply court related rules, procedures and terminology. Ability to prioritize and accomplish multiple tasks simultaneously. Ability to use information management systems to maintain and track data. Ability to communicate effectively orally and in writing using correct grammar, spelling, syntax and punctuation. Ability to complete work accurately and in a timely manner. Ability to work as a team member as well as independently. Ability to communicate accurate information to judges, attorneys, co-workers and the public in a patient and tactful manner. Ability to maintain confidentiality. Ability to lift and carry up to 30 lbs. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) and/or resume and cover letter stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.